



Purchasing Assistant

City of Miami Gardens, FL. (109,700)

Posted Date: 1/18/12

Deadline: 2/01/12, or until filled.

Starting Salary: \$32,099 min. to \$40,123 mid. /DOQ

Nature of Work:

Responsible, complex, specialized paraprofessional position under the supervision of the Procurement Manager. The fundamental position is to assist the procurement process of supplies, equipment, materials and services for the City departments. Work involves issuing purchase orders, fixed assets assist with P-card administration, maintain contract list on Procurement web page and performs difficult and varied clerical and administrative work in support of the City's procurement and inventory control functions.

Minimum Requirements:

High School diploma or equivalent with two years college level classes in business administration or purchasing certificate programs. One year experience in public sector procurement may be substituted for one year of college. Possess and maintain a valid state of Florida driver's license.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622- 8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace